

JOB DESCRIPTION

Volunteer- Property Project Support

Reporting to:	Maintenance Manager
Hours:	3 hours per week
Location:	48 Mein Street, Newtown
Date Prepared:	November 2017

POSITION PURPOSE

To provide support to our maintenance manager at Mary Potter Hospice ensuring interior and exterior of the buildings are well maintained

RESPONSIBILITIES

- Reviewing quotes from contractors
- Constructing requests for quotes
- Selecting and liaising with nominated suppliers

Health and Safety

- Adhere to Mary Potter Hospice's health and safety policies and guidelines, including infection control procedures
- Maintain own health and wellbeing
- Be mindful of hazards, and report any new hazards to your supervisor
- Identify and report risks
- Know your emergency exits
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

FUNCTIONAL RELATIONSHIPS

Internal

- Maintenance Manager
- Other staff and volunteers

External

- Contractors
- Suppliers

PERSON SPECIFICATION

The following requirements are sought for this position:

- Good knowledge of building industry
- Excellent planning and organisational skills
- Good team player and relationship manager
- Competent in Microsoft office suite

In order to meet the changing needs of Mary Potter Hospice, this job description may change from time to time.

Name: _____

Signed: _____ Date: _____

Supervisor: _____

Signed: _____ Date: _____

About Mary Potter Hospice

For over 35 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2016/17 it will cost approximately \$12 million to run the Hospice. Government contract income currently funds 50% of this with the balance to be raised from the community. Donated goods sold through our retail shops is expected to reach \$2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

As at January 2017